

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS  
2 regular meeting held Wednesday, October 28, 2020 via live web streaming.

3 **CALL MEETING TO ORDER:** 4:31 PM

4 **PLEDGE OF ALLEGIANCE**

5 **DIRECTORS PRESENT:** President Teresa O’Dette (via Teleconference)  
6 Vice President Mary Hetherington (via Teleconference)  
7 Director Kat Rohlf (via Teleconference)  
8 Director Rick Stephens (via Teleconference)  
9 Director Lisa Wallace (via Teleconference) (arrived at 5:40 PM)

10 **STAFF PRESENT:** Mr. Kevin Smith, General Manager (via Teleconference)  
11 Mr. Hardy Bullock, Director of Aviation & Community Services (via  
12 Teleconference)  
13 Ms. Kelly Woo, Director of Finance & Administration (via Teleconference)  
14 Mr. Josh Nelson, District Legal Counsel (via Teleconference)  
15 Mr. Marc Lamb, Community Relations Manager (via Teleconference)  
16 Mr. David Van Quest, Aviation and Community Services Associate (via  
17 Teleconference)  
18 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

19 **VISITORS PRESENT:** 15

20 **MODIFICATION OF AGENDA:** President O’Dette requested to move agenda item 10 Review of Revised  
21 Agency Partnership Application Process and agenda item 15 Facility Maintenance Plan Presentation and  
22 Acceptance to a future Board meeting either in January or February. There was consensus from the Board  
23 to postpone the two agenda items, though it was requested that ACAT review Agenda Item 10 and submit  
24 their comments before the Board reviews the item.

25 Director Hetherington requested the Airshow Service Agreement extension be delayed until the District  
26 has a better sense if an airshow can be executed during a pandemic. There was Board consensus to delay  
27 the Airshow Service Agreement to a future date.

28 **SPECIAL ORDERS OF BUSINESS:**

29 Mr. Smith gave a District Covid-19 Business continuity update.

30 **PUBLIC COMMENT:** None.

31 **CONSENT ITEMS**

- 32 • Minutes: September 23, 2020 Regular Meeting ----- TAB 01
- 33 • Minutes: October 5, 2020 Special Meeting ----- TAB 02
- 34 • Minutes: October 13, 2020 Special Meeting ----- TAB 03
- 35 • Monthly Service Bills and Fees ----- TAB 04
- 36 • Approval of Office Space Lease Agreement ----- TAB 05
- 37 • Approval of PI 121 – Covid 19 District Response Policy Update ----- TAB 07
- 38 • Annual AIM High Report ----- TAB 08

39 Vice President Hetherington requested to pull Tab Items 04 & 07. Director Stephens requested to pull Tab  
40 Item 05.

41 **PUBLIC COMMENT:** None.

42 **MOTION #1 OCTOBER-28-2020**: Vice President Hetherington motioned to approve Tab Items 1-3 & 8.  
43 Director Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington, yes.  
44 Director Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

45 Vice President Hetherington noted that she would like fuel reduction projects to be promoted to local  
46 businesses. Vice President Hetherington inquired about the Hampton Inn hotel rooms for the Airshow.  
47 Mr. Smith noted that the hotel expenses were for the fly over event that happened in the Airshow’s place.  
48 Vice President Hetherington noted that the grease trap expense for Red Truck should not covered by the  
49 District as it is a business expense.

50 **PUBLIC COMMENT**: None.

51 Director Stephens noted positive comments regarding the new office space the District will be leasing.  
52 Director Stephens stated that the lease has been reviewed by himself as well as BBK and is in support of  
53 approving it. Vice President Hetherington noted that all repairs and maintenance is the responsibility of  
54 the District.

55 **PUBLIC COMMENT**: None.

56 **MOTION #2 OCTOBER-28-2020**: Director Stephens motioned to approve Tab Items 04 & 05. Director  
57 Hetherington seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director  
58 Stephens, yes. Director Rohlf, yes. The motion passed via roll call vote.

59 Vice President Hetherington noted the section regarding Leisure Travel on PI 121 – Covid 19 District  
60 Response Policy Update should be clarified that it pertains to District employees only.

61 **PUBLIC COMMENT**: None.

62 **MOTION #3 OCTOBER-28-2020**: Vice President Hetherington motioned to approve Tab Item 07 Vice  
63 President Hetherington’s amendment. Director Stephens seconded the motion. President O’Dette, yes.  
64 Vice President Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. The motion passed via roll  
65 call vote.

66 **TAHOE MARITIME PROPERTY AQUISITION PRESENTATION (TAB 09)**

67 Mr. Smith noted that the object for this item tonight is to hear a presentation and to review and consider  
68 the proposal from the Tahoe City PUD (PUD) regarding a potential partnership in the acquisition of the  
69 Tahoe Maritime property. Mr. Smith stated that there will be no action taken tonight, as that will take  
70 place at a future board meeting.

71 Ms. Judy Friedman, Tahoe City PUD Board Director, gave a brief introduction to the PUD’s partnership  
72 proposal. Mr. Sean Barclay, General Manager of Tahoe City PUD, reviewed the PUD’s proposal  
73 presentation. The presentation reviewed the property details, the expected public use of the property,  
74 and the recreation opportunities of the property.

75 Discussion ensued regarding the need for reduced fees for Airport District constituents if the District  
76 partners with the PUD, the rational for the PUD request to partner with the District, and some of the  
77 common TCPUD and TTAD goals that can be accomplished as part of the partnership. There was  
78 discussion that the TCPUD should return at a future meeting with additional information and a specific  
79 monetary request. Overall, there was Board consensus that the land acquisition request has merit and  
80 should be considered at a future date. There was also a question as to the future of the of the Ride Out  
81 facility. Mr. Barclay indicated that they would return at a future meeting with a formal request and  
82 answers to questions.

83 **PUBLIC COMMENT:** None.

84 The Board thanked Ms. Friedman and Mr. Barclay for their presentation and look forward to their final  
85 proposal.

86 **MONTHLY ACAT REPORT (TAB 11)**

87 ACAT Chair Diamond reviewed the monthly ACAT Report for the month of October. ACAT reviewed a KTRK  
88 Trails update, Current Airport Initiatives, the Real Estate Buyers Guide, the Airport Neighborhood  
89 Network, ACAT Member outlook, and passed the monthly ACAT minutes. ACAT Members decided to place  
90 the Real Estate Buyers Guide and The Airport Neighborhood Network on hold until after the general  
91 election, as the body of ACAT may change.

92 **PUBLIC COMMENT:** None.

93 **QUARTERLY (Q3) AVIATION AND COMMUNITY SERVICES DEPARTMENT REPORT (TAB 12)**

94 

- Quarterly Operations and Comment Report Highlights

95 Mr. David Van Quest reviewed the Q3 Operations and Comment highlights section of the AvCom  
96 Department Report. Mr. Van Quest noted that operations were down 22% compared to Q3 of 2019.  
97 Though, Jets over 50k lbs. increased by 23%. Russell Valley had 11 households make 35 comments due to  
98 flight trainings and back country plane operations. A meeting was held with local CFI's to try to mitigate  
99 flight instruction over Russell Valley, which proved to be a positive meeting. Mr. Van Quest also noted  
100 that there were many IFR days due to smoke for the months of August and September.

101 Vice President Hetherington noted that there are many community members who do not submit  
102 comments anymore but that they continued to be annoyed. Vice President Hetherington inquired about  
103 the two fly quiet violators. Mr. Bullock noted that one of the hangar tenants was removed from the  
104 program permanently (4:38 AM violation). That pilot noted that he could not abide by the program due  
105 to his profession. The second hangar tenant was confused by his fly quiet program and took off too early  
106 by mistake.

107 Director Wallace entered meeting at 5:40 PM

108 

- Quarterly Communications and Outreach Highlights

109 Mr. Lamb reviewed the Communications Report Q3 highlights which included top social media posts,  
110 highlights and events, website page views, and a brief overview of the pilot outreach highlights.

111 **PUBLIC COMMENT:** None.

112 **QUARTERLY FINANCIAL REPORT (TAB 13)**

113 Ms. Woo reviewed Quarterly Financial report for the month end of September 2020. Ms. Woo noted FBO  
114 Services is \$372k under budget and \$93k under 2019. Overall fuel sales were down \$202k in revenue, TU  
115 Fees, tie downs and other services were down \$170k. Ms. Woo stated that September YTD 100LL gallons  
116 sold were down 3.4% to 2019 and Jet A was up 14.7%. Ms. Woo reviewed the third quarter 2020 variance  
117 report. R&M expenses are under budget mostly due to timing of invoices. The Fourth Quarter should  
118 reflect more R&M Expenses as projects are now underway.

119 **PUBLIC COMMENT:** None.

120 **TRUCKEE SPRINGS PROPERTY AQUISITION REQUEST (TAB 14)**

121 Mr. Smith noted that the Board will be hearing a presentation and review and consider taking action on  
122 the proposal from the Truckee Donner Land Trust (TDLT) regarding potential partnership acquisition of  
123 the Truckee Springs property. Mr. Smith noted that the District would use its Open Space funds for the  
124 acquisition proposed.

125 **PUBLIC COMMENT:** Ms. Donna Brown, Truckee resident, made a public comment stating that the District  
126 should not give the full amount requested by TDLT, and that TDLT should continue to find additional public  
127 agency support to close in their funding gap.

128 Mr. Paco Lindsey, Truckee resident, made a public comment in support of the land acquisition partnership.

129 Mr. Perry Norris, Truckee resident and Co-Executive Director of the Truckee Donner Land Trust, noted  
130 that the Town of Truckee will be contributing \$500,000 and that TDLT is in conversation with Truckee  
131 Sanitary District regarding access easements, and with Truckee Donner PUD about the potential of them  
132 donating the Hill Top property.

133 **MOTION #4 OCTOBER-28-2020:** Director Stephens motioned to approve the TDLT request for District  
134 participation in the Truckee Springs Project by contributing \$500,000 toward acquisition based on the  
135 following findings:

- 136 • The acquisition furthers the goals as outlined in the District’s open space strategy by removing  
137 this property permanently from potential residential use and other incompatible uses with the  
138 Airport per the ALUCP.
- 139 • The Truckee Springs parcel is in the Airport Land Use Compatibility Zone D. Zone D is the Primary  
140 Traffic Pattern Zone for the airport and prohibits highly noise sensitive uses. Acquisition per the  
141 TDLT Plan will achieve this objective of the ALUCP.
- 142 • All District constituents can benefit and take advantage of future recreational use of the Truckee  
143 Springs property in perpetuity.

144 Director Wallace seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director  
145 Stephens, yes. Director Rohlf, yes. Director Wallace, yes. The motion passed via roll call vote.

146 **APPROVAL OF 2021 AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) AND RESOLUTION 2020-09**  
147 **(TAB 16)**

148 Mr. Smith noted that the FAA requires an annual update of the Airport Capital Improvement Program  
149 (ACIP). The FAA uses the ACIP to identify and prioritize airport capital improvement needs and to plan for  
150 the annual distribution of AIP funds. All proposed projects must comply with the National Environmental  
151 Policy Act (NEPA), be depicted on an approved Airport Layout Plan (ALP) and be included in an ACIP  
152 submission in order to compete for AIP funding. Mr. Smith reviewed the summary of projects matrix that  
153 covers the next nine (9) years that will be submitted to the FAA.

154 Discussion ensued regarding the reconstruction of Runway 02-20 proposed for 2023 specifically that if the  
155 Board desires to widen and/or extend we will need to begin that design process this year. The was  
156 consensus to discuss this at a future Board meeting or workshop when the new Board is in place.

157 **PUBLIC COMMENT:** None.

158 **MOTION #5 OCTOBER-28-2020:** Director Stephens motioned to approve the submittal of the ACIP 2021-  
159 2030 plan to the FAA as well as approving Resolution 2020-09 Airport Capital Improvement Projects and  
160 to waive the reading. Director Rohlf seconded the motion. President O’Dette, yes. Vice President  
161 Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. Director Wallace, yes. The motion passed  
162 via roll call vote.

163 **CONFLICT OF INTEREST POLICY UPDATE AND APPROVAL OF RESOLUTION 2020-08 (TAB 17)**

164 Ms. Lauren Tapia noted that every even year the District reviews its Conflict of Interest policy pursuant to  
165 Section 87306.5 of the Political Reform Act. During the review process, it was found that updates and  
166 amendments to the Conflict of Interest code were necessary. The revisions included additional positions  
167 that needed to be designated, revision to the disclosure categories, updated FPPC language and footnoted

168 information to the standard code and declaration of officials who manage public investments. Staff is  
169 requesting the Board approve the newly revised PI 204 and Resolution 2020-08.

170 **PUBLIC COMMENT:** None.

171 **MOTION #6 OCTOBER-28-2020:** Vice President Hetherington motioned to approve Resolution 2020-08  
172 Adopting an Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974 and to waive  
173 the reading. Director Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington,  
174 yes. Director Stephens, yes. Director Rohlf, yes. Director Wallace, yes. The motion passed via roll call vote.

175 **PUBLIC COMMENT:** None.

176 **MOTION #7 OCTOBER-28-2020:** President O’Dette motioned to approve Policy Instruction 204 – Conflict  
177 of Interest Policy 2020. Vice President Hetherington seconded the motion. President O’Dette, yes. Vice  
178 President Hetherington, yes. Director Stephens, yes. Director Rohlf, yes. Director Wallace, yes. The  
179 motion passed via roll call vote.

180 **FY 2021 PRELIMINARY BUDGET REVIEW #1 (TAB 18)**

181 Ms. Woo reviewed the second preliminary budget review. Ms. Woo highlighted the following revisions in  
182 the second draft:

- 183 • The Narrative now list information and description for all budget line items.
- 184 • Greenhouse Gas Initiatives were raised from \$50,000 to \$75000 (line 99).
- 185 • Additional detail was included for Facility Maintenance projects (line 117-123)
- 186 • \$1,000,000 was included for Land Acquisitions (Capital Projects list). - Administration Building  
187 addition was removed for Capital Projects list.
- 188 • The following items have been Flagged requiring Board approval before expenditures can be  
189 made during Budget Year. These are:
  - 190 ○ Admin Building Parking Lot Expansion
  - 191 ○ Hangar 1 Door Replacement
  - 192 ○ Agency Partnership, Transportation, and Housing Funds
  - 193 ○ The Godbe Community Survey
- 194 • The Budget Summary and the Budget Detail with the 3 Departments detail have a more user-  
195 friendly reference system.
- 196 • Updated office lease to \$45,000 (line 79)
- 197 • Updated Fire Suppression Equipment to \$25,000 (line 121)
- 198 • Fly Quiet Program to \$180,000 (95% participation). This includes \$50k for an additional Fly Quite  
199 incentive under consideration. (line 62)

200 Vice President Hetherington noted that she met with staff prior to tonight's meeting and went through it  
201 line by line as she has many questions. Vice President Hetherington thanked staff for the time they  
202 provided to her. Vice President Hetherington noted several costs associated with the Facilities  
203 Maintenance Plan.

204 **PUBLIC COMMENT:** Ms. Donna Brown, Truckee resident, made a public comment regarding the dollar  
205 amount for each community agency partnerships.

206 **BREAK:** 6:18 PM – 6:21 PM

207 **GREENHOUSE GAS CARBON OFFSET PROGRAM REVIEW (TAB 19)**

208 Mr. Smith reviewed a draft carbon footprint pass along card that was created by the Airport's  
209 communication contractor Aviatrix. The pass along card directs passengers to the Good Traveler website  
210 where they could offset their carbon footprint.

211 Director Wallace noted that she likes the direction staff is going towards but expressed that it doesn't feel  
212 like it is branded strongly enough for the Airport (look and feel) as well as the content. Director Wallace  
213 noted that there should be realistic locations where most the Airport's transient operations originate  
214 from. Vice President Hetherington requested that the final version of the pamphlet be incorporated into  
215 the "Going Green to Stay Blue" advertisements. Discussion ensued regarding the benefits of being a  
216 member of the Good Traveler vs. referring individuals to the Good Traveler.

217 Mr. Smith reviewed the idea of offering sustainable aviation fuel at the Airport as well as initial  
218 conversations taking place with Truckee Donner PUD and it's Green Energy Portfolio.

219 Mr. Smith indicated he would come back to the Board in December or January with revised materials as  
220 well as more information regarding the Good Traveler Program.

221 **PUBLIC COMMENT:** None.

## 222 **AVIATION AND COMMUNITY SERVICES DEPARTMENT PROJECT UPDATES (TAB 20)**

223 Mr. Bullock reviewed a PowerPoint which provided an overview on the following Aviation and Community  
224 Services Projects: ADS-B, Flight Procedures, Runway Utilization Report, Land Management Plan, and  
225 Tower Control Services Request for Information. To listen to the conversation in its entirety, please refer  
226 to 2:18:20 on the archived video recording: [https://ttm.open.media/sessions/156663/truckee-tahoe-](https://ttm.open.media/sessions/156663/truckee-tahoe-airport-board-october-28-2020?category=458)  
227 [airport-board-october-28-2020?category=458](https://ttm.open.media/sessions/156663/truckee-tahoe-airport-board-october-28-2020?category=458)

228 **PUBLIC COMMENT:** None.

## 229 **GENERAL MANAGERS REPORT (TAB 21)**

### 230 • **Upcoming Training/Conference Opportunities**

231 Mr. Smith noted that most all travel and training opportunities have been postponed or cancelled through  
232 the end of the year. It is unlikely the District's travel and training schedule will return to "normal" until  
233 sometime next year.

### 234 • **Ad Hoc Committee and Board Assignment - Updates**

235 Nothing to Update.

### 236 • **Truckee Tahoe Workforce Housing JPA – Update**

237 Mr. Smith reviewed a brief update on the Truckee Tahoe Workforce Housing JPA actions and activities for  
238 the month of October.

### 239 • **Regional Emergency Services Call Center – Location Search**

240 California Office of Emergency Services (OES) Homeland Security Division contacted the District seeking  
241 interest in potential properties on Soaring way for a regional call center that would provide dispatch  
242 services for various State agencies as well as local and regional fire districts. This is a preliminary site  
243 investigation inquiry to ascertain District interest in further exploration of our Soaring Way property for  
244 this type of facility. There was Board consensus that on the surface it seemed like a good idea, but more  
245 information is needed. Mr. Smith indicated that if the OES decides to pursue any of our property, staff  
246 would return with more information.

### 247 • **Field House Study – Opportunity Discussion**

248 The District has been approached by the North Tahoe Public Utility District and the Tahoe City Public Utility  
249 District assessing our interest in participating in a recreation facility needs assessment they are conducting  
250 for their districts. TTAD has been approached multiple times regarding using our existing buildings and  
251 hangars as a substitute for a traditional field house. We have also been approached various times  
252 regarding constructing a community field house for youth sports and other gatherings on airport  
253 properties. To address this frequent request the 2020 Budget allocated \$15,000 for a field house study.  
254 The Board indicated that this seems like a good use of these funds and that the NTPUD and TCPUD should  
255 make a formal proposal to use these funds.

256 **• Discussion Regarding Military Flybys**

257 Mr. Smith stated that all branches of the US Military visit the Airport on a regular basis. Frequently they  
258 stop in for lunch, fuel, or to overnight while in route to their destination. Just about all these operations  
259 are in quieter fixed wing or helicopter aircraft. Mr. Smith expressed confidence in speaking for the District  
260 in voicing gratitude and support for all branches of the Military and want them to feel welcome at our  
261 Airport. That said, Mr. Smith noted that over the past 2 months the Airport has seen various military  
262 aircraft flybys in some of the louder aircraft in their inventory such as an F-18 Hornet and three separate  
263 flybys by U2 Aircraft from Beale AFB. After conversations with some military officials the flybys were flight  
264 training operations. There was Board consensus to express our support for the military but indicate to  
265 both the Air Force and Navy that periodic flybys are welcomed but regular and reoccurring flybys are  
266 difficult for various members of our community.

267 **• AOPA “You Can Fly” Program**

268 Staff is interested in approaching the School District to discuss the “You Can Fly” Program as it is a STEM  
269 based curriculum produced by AOPA to introduce and excite young people about careers in aviation. The  
270 Board expressed a desire to learn more about the program and possibly look at implementation at high  
271 schools in the District. Mr. Smith indicated that it may take a bit of time to work this through with the  
272 school district as they are very busy responding to COVID-19 issues right now.

273 **Upcoming Board Meeting Schedule and Rolling Agenda**

274 Mr. Smith reviewed the upcoming Board meeting schedule for November/December, January and  
275 February.

276 **PUBLIC COMMENT:** Ms. Donna Brown, Truckee resident, made a public comment against military fly  
277 overs.

278 **BOARD MEMBER ANNOUNCEMENTS**

279 Director Wallace expressed appreciation to Ms. Donna Brown for her participation through public  
280 comment and invited her to continue to participate with us and to feel welcome in our meetings. Other  
281 Board Members and staff agreed.

282 **PUBLIC COMMENT:** None.

283 **ADJOURN TO CLOSED SESSION - 7:27 PM**

284 **• GOVERNMENT CODE SECTION 54957 - GENERAL MANAGER QUARTERLY PERFORMANCE REVIEW**

285 Direction was given to staff.

286 **PUBLIC COMMENT:** None.

287 **ADJOURN**

288 **PUBLIC COMMENT:** None.

289 **MOTION #8 OCTOBER-28-2020:** Director Stephens motioned to adjourn the meeting. Director  
290 Hetherington seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director  
291 Rohlf, yes. Director Stephens, yes. Director Wallace, yes. The motion passed via roll call vote.

292 At 7:50 PM the October 28, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors  
293 adjourned.

294 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE OCTOBER 28, 2020 REGULAR BOARD**  
295 **MEETING. TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/156663/truckee-](https://ttm.open.media/sessions/156663/truckee-tahoe-airport-board-october-28-2020?category=458)  
296 [tahoe-airport-board-october-28-2020?category=458](https://ttm.open.media/sessions/156663/truckee-tahoe-airport-board-october-28-2020?category=458)